EXERCISE 8.   SET UP CDBG ACTIVITY: ECONOMIC DEVELOPMENT LOAN
(w/ LowMod Jobs (LMJ) CDBG National Objective)

    ✎ *We have found that most CDBG grantees have a one-to-many relationship between projects and activities in their economic development projects. The project is often broadly stated (Economic Development loans to small businesses) while the activities are more specific (loan to Carefree Cleaners).*

Set Up Activity

1. At the MAIN MENU, select "SET UP ACTIVITY" and press **<Enter>** to get into the path.

2. Press <**F2**> for a list of projects. Select "Economic Development Loans" Project 0006, 1997. Press <**Enter**>.

3. <**Tab**> to GRANTEE ACTIVITY NUMBER field and **Type** in a number that identifies this activity for your own purposes.

4. <**Tab**> to ACTIVITY NAME field and **type** in an economic loan activity similar to what you do in your community. For example, "Loan to Thomas Dry Cleaning ".

5. <**Tab**> to the SITE ADDRESS/LOCATION field and **type** in an address for this economic loan activity. A real address from your community may be appropriate for this exercise.

6. **<Tab>** to DESCRIPTION field and **type** in information appropriate for this activity.

7. Save information and move to the second activity setup screen.

8. Note that the HUD MATRIX CODE data entry space is already filled with "18A". Is this correct? Select <**F1**> or refer to *KeyStroke Saver* to view the list for the HUD MATRIX CODE if you are not sure.

9. Answer the GENERATE PROGRAM INCOME? question by **typing "Y"**.

10. INITIAL FUNDING DATE: This field is filled by IDIS.

11. Select <**F1**> to view the list for the ENVIRONMENTAL ASSESSMENT CODE. Make a selection.

12. At the next field (the OTHER ENTITY field), **type** "N".

13. Save information and move to the third activity setup screen.

14. Press <**F1**> to view the list for the ACTIVITY STATUS CODE. "Funds Budgeted" is the default.

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15. **<Tab>** to the PROPOSED field and select <**F1**> to view the list. Make a selection.

16. <**Tab**> to the UNITS field and **type** in a number (e.g., number of jobs to be created).

17. Save information and move to the "Money" screen.

18. **Type** in an amount of at least $10,000 in the TOTAL ESTIMATED AMOUNT field.

19. Place an "X" next to CDBG.

20. Save information and move to the "CDBG ACTIVITY" screen.

21. Press <**F1**> or refer to *KeyStroke Saver* to view the list for CDBG NATIONAL OBJECTIVE. Select "LMJ".

22. Save information and move to the "DIRECT BENEFIT" screen.

    🖉 *The information you supply here is for reporting accomplishments and should be completed when this information is available.*

23. **Type** "P" for COUNTS BY HOUSEHOLDS OR PERSONS?

24. <**Tab**> to the PRESUMED BENEFIT? field, **type** "N" and, then **type** "N" for NATURE/LOCATION? Move to the "JOB CREATION / RETENTION" screen.

25. **Type** in information known at set up time (e.g., jobs expected to be created). Save information and move to the "DIRECT BENEFIT CONTINUED" screen.

26. This screen should be filled in later. Press **<Enter>** to return to the "Money" screen.

27. Return to the MAIN MENU.

28. Select ACTIVITY FUNDING, commit the funds for this activity, and return to the MAIN MENU.